



<u>COUNCIL AGENDA</u>	
Date: <u>July 7, 2025</u>	Item: <u>11.6.</u>



11.6.

## MEMORANDUM

Date: June 2, 2025 File No: 0282-20-0008  
To: Council  
From: Eva Glickman, Director, Human Resources & Payroll Services  
**Subject: Council Remuneration and Expenses Policy**

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### RECOMMENDATION:

THAT:

1. "Council Remuneration and Expenses Policy 02-10-338" be rescinded; and
  2. proposed "Council Remuneration and Expenses Policy 0008" be approved.
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The purpose of this memorandum is to seek approval to rescind Council Remuneration and Expenses Policy 02-10-338 and approve the transferred contents in proposed Council Remuneration and Expenses Policy 0008.

To comply with the requirements of Policy Framework Procedure 0029 (5.5), staff transferred the contents of Council Remuneration and Expenses Policy 02-10-338 into proposed Council Remuneration and Expenses Policy 0008.

On May 21, 2025, it came to our attention that section 2.4 of Council Remuneration and Expenses Policy 02-10-338 does not apply. In addition, sections on periodic remuneration review and previous policy rescission were deleted. Under section 2.7 Qualifying Expenses, telephone or facsimile transmission and photocopying were removed. Proposed Council Remuneration and Expenses Policy 0008 was updated accordingly.

### Appendices

Appendix A: Council Remuneration and Expenses Policy 02-10-338

Appendix B: Proposed Council Remuneration and Expenses Policy 0008

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District of West Vancouver

**Council Remuneration and Expenses Policy**  
**02-10-338 (2012)**

Effective Date: May 28, 2012

# District of West Vancouver

## CORPORATE POLICY

Human Resources and Payroll Services Division	<b>COUNCIL REMUNERATION AND EXPENSES POLICY</b>
Policy 02-10-338 (2012)	
CIS File: 1365-01	

### 1.0 Purpose

To provide an annual remuneration and the payment of benefits and expenses for the Mayor and Councillors.

### 2.0 Policy

#### 2.1 Remuneration for Council Members

There shall be paid out of annual revenue during each calendar year beginning April 1, 2012:

- a) The West Vancouver Mayor and Council honoraria be adjusted April 1, 2012 to \$75,000 for the position of Mayor and \$30,000 for the position of Councillor with the existing Acting Mayor adjustment of 5% of the Mayor's base rate.
- b) The West Vancouver Mayor and Council honoraria be adjusted to reflect the lowest comparator for Councillors identified in the December 2011 survey of the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), Maple Ridge, and New Westminster (Appendix D of the Director of Human Resources and Payroll Services report) starting December 1, 2014; this would be \$32,284 for the position of Councillor with the existing Acting Mayor adjustment of 5% of the Mayor's base rate; the Mayor's honorarium will be set at \$80,710 being 2.5 times the rate set for Councillors, which is lower than the lowest comparator for Mayors in the 4 comparable municipalities.
- c) The annual honoraria be increased on January 1st of each calendar year by the annual percentage change of the Consumer Price Index (CPI) for Vancouver (for the previous year).

- d) The levels of honoraria be re-examined every three years (starting in March 2015) by employing a process which takes into account the following factors:
- honoraria is to be set with the primary concern of attracting candidates who are representative of West Vancouver;
  - honoraria should also be reflective of the significant time required to fill the role of Mayor and Councillor; and
  - honoraria is intended to remain in line going forward with the remuneration offered by the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), New Westminster, and Maple Ridge.

## **2.2 Annual Remuneration Adjustment**

The annual honoraria be increased on January 1st of each calendar year by the annual percentage change of the Consumer Price Index (CPI) for Vancouver (for the previous year).

## **2.3 Health Benefits for Council Members**

There shall be paid out of annual revenue during each calendar year beginning January 1st:

- a) Basic Medical coverage
- b) Extended Health Benefits coverage
- c) Dental benefits coverage
- d) Life Insurance benefits coverage.

All benefits will be offered on the same basis, at the same benefits level, and with the same eligibility criteria as for exempt staff.

## **2.4 Incidental Expenses**

One third of the annual remuneration established for each member of Council under Section 2.1 is paid as an allowance for the expenses incidental to the discharge of the duties of the member, and excepted from taxation in accordance with the *Income Tax Act*.

## **2.5 Kilometre/Vehicle Allowance**

Mayor and Councillors shall be reimbursed for using their personal automobiles while involved in Council business outside the boundary of West Vancouver. Reimbursement will be in accordance with the Vehicle Use and Allowance Policy.

## **2.6 Expenses Incurred**

2.6.1 Notwithstanding section 2.4, each Council member shall be reimbursed for reasonable expenditures necessarily incurred to attend a convention, orientation, education and training, or function directly related to the duties of a member of Council.

2.6.2 The Mayor shall be entitled for reimbursement of expenditures in accordance with section 2.6.1 for up to \$5,500 per annum and members of Council up to \$3,500 per annum. Any expenditures exceeding these amounts shall be authorized by resolution of Council.

2.6.3 Reimbursement to Mayor and Councillors for expenditures set out in sections 2.6.1 and 2.6.2 shall be by written claim in accordance with the Travel Expenses Policy.

## **2.7 Qualifying Expenses**

The classes of expense that may qualify for payment under section 2.6.1 are:

- (a) overnight accommodation required while outside the Greater Vancouver Regional District (Metro Vancouver)
- (b) transportation other than personal vehicle
- (c) telephone or facsimile transmission
- (d) photocopying
- (e) meals not otherwise provided
- (f) gratuities
- (g) registration fees
- (h) other appropriate incidentals.

Council members shall be reimbursed for the amount of reasonable expenses necessarily incurred which comply with the Travel Expenses Policy.

## **2.8 Periodic Remuneration Review**

The Council Remuneration and Expenses Policy be re-examined every three years (starting in March 2015) by employing a process which takes into account the following factors:

- honoraria is to be set with the primary concern of attracting candidates who are representative of West Vancouver;
- honoraria should also be reflective of the significant time required to fill the role of Mayor and Councillor; and

- honoraria is intended to remain in line going forward with the remuneration offered by the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), New Westminster, and Maple Ridge.

**3.0 Previous Policy Rescission**

Council Remuneration and Expenses Policy #02-10-103 approved in 2002 is rescinded.

Approval date: May 28 2012	Approved by: Council
Effective date: May 28 2012	

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Title: Council Remuneration and Expenses  
Division: Human Resources  
Policy Number: 0008  
File Number: 0282-20-0008

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## **1. Purpose**

- 1.1. To provide annual remuneration and payment of benefits and expenses to Council.

## **2. Scope**

- 2.1. This policy applies to Council.

## **3. Definitions**

- 3.1. “**Council**” means the Mayor and Council of the District of West Vancouver.
- 3.2. “**Consumer Price Index**” (CPI) means a measure of the average change over time in the prices paid by Canadian consumers for a representative basket of goods and services.

## **4. Policy Statement**

### **4.1. Remuneration for Council Members**

- a) The Council remuneration as of January 1, 2020 is \$129,148.93 for the position of Mayor and \$47,326.21 for the position of Councillor with the existing Acting Mayor adjustment of 5% of the Mayor’s base rate (\$6,457.45).
- b) The Council remuneration reflects the lowest comparator for Councillors identified in a survey every four years of the following 4 comparable municipalities: North Vancouver (City), North Vancouver (District), Maple Ridge, and New Westminster.

### **4.2. Annual Remuneration Adjustment**

Annual remuneration shall be increased on January 1st of each calendar year by the annual percentage change of the Consumer Price Index (CPI) for Vancouver (for the previous year).

# District of West Vancouver

## POLICY

### 4.3. Health Benefits for Council Members

Council shall receive, paid out of annual revenue, during each calendar year beginning January 1st:

- a) Extended Health Benefits coverage;
- b) Dental Benefits coverage; and
- c) Life Insurance Benefits coverage.

All benefits will be offered on the same basis, at the same benefits level, and with the same eligibility criteria as for exempt staff.

### 4.4. Kilometre/Vehicle Allowance

Council shall be reimbursed for using their personal vehicle while involved in Council business outside the boundary of West Vancouver. Reimbursement will be in accordance with the Vehicle Use and Allowance Policy.

### 4.5. Expenses Incurred

- 4.5.1. Council shall be reimbursed for reasonable expenditures necessarily incurred to attend a convention, orientation, education and training, or function directly related to the duties Council.
- 4.5.2. Reimbursement for expenditures set out in section 4.5.1 shall be in accordance with the Travel Expenses Policy.

### 4.6. Qualifying Expenses

The classes of expense that may qualify for payment under section 4.5.1 are:

- a) overnight accommodation required while outside the Greater Vancouver Regional District (Metro Vancouver);
- b) transportation other than personal vehicle;
- c) meals not otherwise provided;
- d) gratuities;
- e) registration fees; and/or
- f) other appropriate incidentals.


Council shall be reimbursed for the amount of reasonable expenses necessarily incurred which comply with the Travel Expenses Policy.

## 5. Related Policies or Procedures

- 5.1. Travel Expenses Policy 0051
- 5.2. Travel Expenses Procedure 0192
- 5.3. Vehicle Use and Allowance Policy 0177
- 5.4. Vehicle Use and Allowance Procedure 0178

District of West Vancouver  
**POLICY**

**6. Approval**

<b>Approved by</b>	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
<b>Approval date</b>	Click here to enter a date.	
<b>Council minutes eDocs # (Council Policies only)</b>		
<b>Council report eDocs # (Council Policies only)</b>		
<b>Signature</b>		

**7. Additional Information**

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Date of last review</b>	2025	

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